

**COLLINGHAM COLLEGE
CHILD PROTECTION POLICY RELATED DOCUMENT**

ROLE OF THE DESIGNATED SAFEGUARDING LEAD

Preamble

- It is the responsibility of the Board of Directors to ensure that we designate an appropriate member senior staff as DSL.
- The Designated Safeguarding Lead (DSL), has the status and authority within our college management structure to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.
- The Designated Safeguarding Lead (DSL) will provide support to staff members to carry out their safeguarding duties and will liaise closely with other services such as children's social care.

This Policy applies to:

- the whole college including the out of college care and all other activities provided by the college, inclusive of those outside of the normal college hours and
- all staff (teaching and support staff) and the Board of Directors.

In our college the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and the Board of Directors.

Legal Status:

- This policy complies with Part 3, paragraphs 7 (a) and (b) of the Education (Independent School Standards) (England) Regulations in force January 2015, made under sections 94(1) and (2) of the Education and Skills Act 2008, which states that the arrangements to safeguard or promote the welfare of pupils made by the proprietors of independent schools must have regard to any guidance given by the Secretary of State. Such guidance includes:
 - *Keeping Children Safe in Education (KCSIE) Information for all college and college staff* (DfE: 2015)
 - *Working Together to Safeguard Children (WT)* A guide to inter-agency working to safeguard and promote the welfare of children (HM Government: 2015)
 - *Information Sharing : Advice for practitioners providing safeguarding services to children, young people, parents and carers* (HM Government: 2015)
 - *Disqualification under the Childcare Act 2006* (DfE:2015)
 - *What to do if you're worried a child is being abused. Advice for practitioners* (HM Government: 2015)
 - *Child Exploitation and Online Protection (CEOP)* www.thinkuknow.co.uk
 - *Cyberbullying: Advice for Headteachers and School Staff* (DfE: 2014)
 - *Advice for parents and carers on cyberbullying* (DfE: 2014)
- The policy aims to be consistent with any other relevant and current regulations and any other guidance concerning Safeguarding Children to which colleges are obliged to have regard, including The Children Act 1989 and 2004 and Section 157/175, Education Act (2002).

Related Documents:

- Types, Patterns, Recognitions and Indicators of Abuse and Neglect
- Quick Referral and Child Protection Flowchart
- Staff Code of Conduct
- Preventing Extremism and Radicalisation Policy
- Safeguarding Children – Safer Recruitment Policy, Anti-bullying Policy, E-Safety Policy, Whistleblowing and Behaviour Management including Discipline, Sanctions and Exclusions Policy, Personal Social Health and Economic (PSHE) Education and Spiritual, Moral, Social and Cultural (SMSC) Education

Availability

This policy is made available to parents, staff and pupils via the College website and a copy may be obtained from the Office.

Monitoring and Review:

- This policy is subject to continuous monitoring, refinement and audit by Dr Sally Powell, Principal/Designated Safeguarding Lead (DSL) and Emma Clay, Deputy DSL. The Board of Directors will undertake an annual review of this policy, including an update and review of procedures and their implementation and a review of the efficiency with which the related duties have been discharged, by no later than August 2016, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Next review: August 2016

Dr Sally Powell
Principal

Edward Browne
For the Board of Directors

Policy

Keeping Children Safe in Education is the current statutory guidance on safeguarding, published by the Department for Education (DfE). In paragraph 5 it says each school and college should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care. The document Keeping Children Safe in Education, linked to above, summarises the main areas of responsibility of the safeguarding lead. These include duties relating to child protection referrals, raising awareness and training, as explained below. Our Board of Directors ensure that DSLs have the appropriate status, authority, time, funding, training, supervision, resources and support to fulfil their child welfare and safeguarding responsibilities effectively and to provide direction and advice to staff on child protection matters.

At Collingham the DSL is the Principal, Dr Sally Powell. She is based at the A Level building. The Deputy DSL is Emma Clay, Director of GCSE, who is based at the GCSE building. Both DSLs' contact details are prominently displayed in both buildings.

Training

The designated safeguarding lead, and the deputy, should receive appropriate training carried out every two years in order to stay current in how to:

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Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes, such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands our college's child protection policy and procedures, especially new or part time staff
- Be alert to the specific needs of children in need (section 17(10) Children Act 1989), those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.

The Key responsibilities of the DSL

It is the responsibility of Collingham College to ensure that there is a Designated Safeguarding Lead (DSL) who will:

- understand the assessment process for providing early help and intervention, for example through locally agreed assessment processes;
- have a working knowledge of how LAs conduct child protection case conferences and case review conferences, and be able to attend and contribute to these effectively;
- ensure that each member of staff has access to and understands the college's child protection policy and procedures, especially new and part-time staff;
- be alert to the specific needs of children in need, those with special educational needs (SEN) and young carers;
- be able to keep detailed, accurate, secure written records of concerns and referrals;
- obtain access to resources and attend any relevant or refresher training courses and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the college or college may put in place to protect them;
- ensure that the Board of Directors understand their responsibilities under s.175 of the Education Act 2002 and the Independent Schools Standards Regulations;
- notify parents/guardians/carers of our concerns, and provide them with opportunities to change the situation, where this does not place the child at greater risk having sought advice from the local authority;
- act as a source of support, advice and expertise for all staff and volunteers and families within the college;
- ensure all staff have a minimum of level one child protection and where appropriate, level two;
- attend refresher training every two years including inter-agency training and provide refresher training every three years so that staff can fulfil their child protection responsibilities effectively and to comply with the requirements set out in 'Safeguarding Children and Safer Recruitment in Education' guidance along with any subsequent directives and guidance;
- ensure that all staff and volunteers be given a statement (either written or electronically) on the college's policy and procedures and that they understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns first verbally, and then in writing, to the designated senior person responsible for child safeguarding;
- ensure that referrals, where appropriate, are made to the Local Authority Designated Officer (LADO) within 24 hours of receiving an allegation;
- ensure that copies of child protection records and or records of concern are transferred accordingly (separate from student files) when a child leaves the college;

- ensure that, where a student on a child protection plan, or who is a child looked after, leaves the college, their information is transferred to the new college immediately and that the child's Social Worker is informed.;
- ensure that, where there are deficiencies or weaknesses recognised in arrangements or procedures, these are remedied immediately and without delay.

Two particular areas of responsibility, external liaison and internal awareness, are worth highlighting.

Raising awareness

Keeping Children Safe in Education explains that this area of responsibility means ensuring that the college's policies on safeguarding are known and used appropriately. The DSL will:

- Ensure our child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly.
- Ensure the child protection policy is available publicly and parents/guardians/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the role of our college in this.
- Link with the Local Safeguarding Children's Board to make sure that staff are aware of training opportunities and the latest local policies on safeguarding.
- Encourage a culture of listening to young people and taking account of their wishes and feelings, among all staff, in any measures that we may put in place to protect them.

Managing Referrals

The DSL will

- Refer all cases of suspected abuse to the local authority children's social care and:
- The Local Authority Designated Officer (LADO) for child protection concerns (all cases which concern a staff member);
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed);
- Liaise with the Principal to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations and
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.